
From: Kaye, Melissa [/O=CORPNYCHHC/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=MELISSA.KAYE.BELLEVUE.NYCHHC.ORG]
Sent: 10/5/2018 2:53:09 PM
To: melissakayemd@gmail.com
Subject: Fw: 9/24 Time sheet error

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From: Jain, Abhishek
Sent: Friday, October 5, 2018 2:19 PM
To: Kaye, Melissa
Subject: Re: 9/24 Time sheet error
I am looking into this.

Thank you,

Beesh

Sent from my iPhone

On Oct 5, 2018, at 1:51 PM, Kaye, Melissa <Melissa.Kaye@nychhc.org> wrote:

Hi Beesh,

I put in for education leave on 8/28 to take the Child and Adolescent Psychiatry B?oards on 9/24. I provided the documentation to payroll.

I just checked Kronos. In the "My Audits" section, I see that my educational leave was overridden and changed to annual leave, and that I was docked 18 hours (2 full work days) for 9/24. (see attached).

The "Time Review" report indicates that I work 36 hours, which does not make sense to me since I work a 40 hour week.

It is my understanding that with proper documentation educational leave is paid leave, and annual leave obviously comes out of my accrued time.

Can you please help me clarify this or let me know who I should talk with?

Thanks
Melissa

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